

# Architect-Engineer and Related Services Questionnaire

Form Approved  
OMB No.: 9000-0004  
Expires: 03/31/99

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## Purpose:

The policy of the Federal Government in acquiring architectural, engineering, and related professional services is to encourage firms lawfully engaged in the practice of those professions to submit annually a statement of qualifications and performance data. Standard Form 254, "Architect-Engineer and Related Services Questionnaire," is provided for that purpose. Interested A-E firms (including new, small, and/or minority firms) should complete and file SF 254's with each Federal agency and with appropriate regional or district offices for which the A-E is qualified to perform services. The agency head for each proposed project shall evaluate these qualification resumes, together with any other performance data on file or requested by the agency, in relation to the proposed project. The SF 254 may be used as a basis for selecting firms for discussions, or for screening firms preliminary to inviting submission of additional information.

## Definitions:

**"Architect-Engineer Services"** are defined in part 36 of the Federal Acquisition Regulation.

**"Parent Company"** is that firm, company, corporation, association or conglomerate which is the major stockholder or highest tier owner of the firm completing this questionnaire; i.e., Firm A is owned by Firm B which is, in turn, a subsidiary of Corporation C. The "parent company" of Firm A is Corporation C.

**"Principals"** are those individuals in a firm who possess legal responsibility for its management. They may be owners, partners, corporate officers, associates, administrators, etc.

**"Discipline,"** as used in this questionnaire, refers to the primary technological capability of individuals in the responding firm. Possession of an academic degree, professional registration, certification, or extensive experience in a particular field of practice normally reflects an individual's primary technical discipline.

**"Joint Venture"** is a collaborative undertaking by two or more firms or individuals for which the participants are both jointly and individually responsible.

**"Consultant,"** as used in this questionnaire, is a highly specialized individual or firm having significant input and responsibility for certain aspects of a project and possessing unusual or unique capabilities for assuring success of the finished work.

**"Prime"** refers to that firm which may be coordinating the concerted and complementary inputs of several firms, individuals or related services to produce a completed study or facility. The "prime" would normally be regarded as having full responsibility and liability for quality of performance by itself as well as by subcontractor professionals under its jurisdiction. "Branch Office" is a satellite, or subsidiary extension, of a headquarters office of a company, regardless of any differences in name or legal structure of such a branch due to local or state laws.

**"Branch offices"** is a satellite, or subsidiary extension, of a headquarters office of a company, regardless of any differences in name or legal structure of such a branch due to local or state laws. "Branch offices" are normally subject to the management decisions, bookkeeping, and policies of the main office.

## Instructions for Filing (Numbers below correspond to numbers contained in form):

1. Type accurate and complete name of submitting firm, its address, and zip code.
  - 1a. Indicate whether form is being submitted in behalf of a parent firm or a branch office. (Branch office submissions should list only personnel in, and experience of, that office.)
2. Provide date the firm was established under the name shown in question 1.
3. Show date on which form is prepared. All information submitted shall be current and accurate as of this date.
4. Enter type of ownership, or legal structure, of firm (sole proprietor, partnership, corporation, joint venture, etc.)

Check appropriate boxes indicating if firm is (a) a small business concern; (b) a small business concern owned and operated by socially and economically disadvantaged individuals; and (c) woman-owned (See 48 CFR 19.101 and 52.219-9).
5. Branches of subsidiaries of large or parent companies, or conglomerates, should insert name and address of highest-tier owner.
  - 5a. If present firm is the successor to, or outgrowth of, one or more predecessor firms, show name(s) of former entity(ies) and the year(s) of their original establishment.
6. List not more than two principals from submitting firm who may be contacted by the agency receiving this form. (Different principals may be listed on forms going to another agency.) Listed principals must be empowered to speak for the firm on policy and contractual matters.
7. Beginning with the submitting office, list name, location, total number of personnel, and telephone numbers for all associated or branch offices, (including any headquarters or foreign offices) which provide A-E and related services.
  - 7a. Show total personnel in all offices. (Should be sum of all personnel, all branches.)
8. Show total number of employees, by discipline, in submitting office. (If form is being submitted by main or headquarters office, firm should list total employees, by discipline, in all offices.) While some personnel may be qualified in several disciplines, each person should be counted only once in accord with his or her primary function. Include clerical personnel as "administrative." Write in any additional disciplines--sociologists, biologists, etc.--and number of people in each, in blank spaces.

# Architect-Engineer and Related Services Questionnaire

9. Using chart (below) insert appropriate index number to indicate range of professional services fees received by submitting firm each calendar year for last five years, most recent year first. Fee summaries should be broken down to reflect the fees received each year for (a) work performed directly for the Federal Government (not including grant and loan projects) or as a sub to other professionals performing work directly for the Federal Government; (b) all other domestic work, U.S. and possessions, including Federally-assisted projects; and (c) all other foreign work.

## Ranges of Professional Services Fees

INDEX	INDEX
1. Less than \$100,000	5. \$1 million to \$2 million
2. \$100,000 to \$250,000	6. \$2 million to \$5 million
3. \$250,000 to \$500,000	7. \$5 million to \$10 million
4. \$500,000 to \$1 million	8. \$10 million or greater

10. Select and enter, in numerical sequence, not more than thirty (30) "Experience Profile Code" numbers from the listing (next page) which most accurately reflect submitting firm's demonstrated technical capabilities and project experience. Carefully review list. (It is recognized some profile codes may be part of other services or projects contained on list; firms are encouraged to select profile codes which best indicate type and scope of services provided on past projects.) For each code number, show total show total number of projects and gross fees (in thousands) received for profile projects performed by firm during past few years. If firm has one or more capabilities not included on list, insert same in blank spaces at end of list and show numbers in question 10 on the form. In such cases, the filled-in listing must accompany the completed SF 254 when submitted to the Federal agencies.

11. Using the "Experience Profile Code" numbers in the same sequence as entered in item 10, give details of at least one recent (within last five years) representative project for each code number, up to a maximum of thirty (30) separate projects, or portions of projects, for which firm was responsible. (Project examples may be used more than once to illustrate different services rendered on the same job. Example: a dining hall may be part of an auditorium or educational facility.) Firms which select less than thirty "profile codes" may list two or more project examples (to illustrate specialization) for each code number so long as total of all project examples does not exceed thirty (30). After each code number in question 11, show: (a) whether firm was "P", the prime professional, or "C," a consultant, or "JV," part of a joint

venture on that particular project (new firms, in existence less than five (5) years may use the symbol "IE" to indicate "Individual Experience" as opposed to firm experience); (b) provide name and location of the specific project which typifies firm's (or individual's) performance under that code category; (c) give name and address of the owner of that project (if government agency indicate responsible office); (d) show the estimated construction cost (or other applicable cost) for that portion of the project for which the firm was primarily responsible. (Where no construction was involved, show approximate cost of firm's work); and (e) state year work on that particular project was, or will be, completed.

12. The completed SF 254 should be signed by a principal of the firm, preferably the chief executive officer.

13. Additional data, brochures, photos, etc. should not accompany this form unless specifically requested.

**NEW FIRMS (not reorganized or recently-amalgamated firms) are eligible and encouraged to seek work from the Federal Government in connection with performance of projects for which they are qualified. Such firms are encouraged to complete and submit Standard Form 254 to appropriate agencies. Questions on the form dealing with personnel or experience may be answered by citing experience and capabilities of individuals in the firm, based on performance and responsibility while in the employ of others. In so doing, notation of this fact should be made on the form. In question 9, write in "N/A" to indicate "not applicable" for those years prior to firm's organization.**

## Experience Profile Code Numbers for use with questions 10 and 11

001 Acoustics, Noise Abatement	043 Heating; Ventilating; Air Conditioning	086 Radar; Sonar; Radio & Radar Telescopes
002 Aerial Photogrammetry	044 Health Systems Planning	087 Railroad; Rapid Transit
003 Agricultural Development; Grain Storage; Farm Mechanization	045 Highrise; Air-Rights-Type Buildings	088 Recreation Facilities ( <i>Parks, Marinas, Etc.</i> )
004 Air Pollution Control	046 Highways; Streets; Airfield Paving Parking Lots	089 Rehabilitation ( <i>Buildings; Structures; Facilities</i> )
005 Airports; Navais; Airport Lighting; Aircraft Fueling	047 Historical Preservation	090 Resources Recovery; Recycling
006 Airports; Terminals and Hangars; Freight Handling	048 Hospital & Medical Facilities	091 Radio Frequency Systems & Shieldings
007 Arctic Facilities	049 Hotels; Models	092 Rivers; Canals; Waterways; Flood Control
008 Auditoriums & Theaters	050 Housing ( <i>Residential, Multi-Family; Apartments; Condominiums</i> )	093 Safety Engineering; Accident Studies; OSHA Studies
009 Automation; Controls; Instrumentation	051 Hydraulics & Pneumatics	094 Security Systems; Intruder & Smoke Detection
010 Barracks; Dormitories	052 Industrial Buildings; Manufacturing Plants	095 Seismic Designs & Studies
011 Bridges	053 Industrial Processes; Quality Control	096 Sewage Collection, Treatment and Disposal
012 Cemeteries ( <i>Planning &amp; Relocation</i> )	054 Industrial Waste Treatment	097 Soils & Geologic Studies; Foundations
013 Chemical Processing & Storage	055 Interior Design; Space Planning	098 Solar Energy Utilization
014 Churches; Chapels	056 Irrigation; Drainage	099 Solid Wastes; Incineration; Land Fill
015 Codes; Standards; Ordinances	057 Judicial and Courtroom Facilities	100 Special Environments; Clean Rooms, Etc.
016 Cold Storage; Refrigeration; Fast Freeze	058 Laboratories; Medical Research Facilities	101 Structural Design; Special Structures
017 Commercial Building ( <i>low rise</i> ); Shopping Centers	059 Landscape Architecture	102 Surveying; Platting; Mapping; Flood Plain Studies
018 Communications Systems; TV; Microwave	060 Libraries; Museums; Galleries	103 Swimming Pools
019 Computer Facilities; Computer Service	061 Lighting ( <i>Interior; Display; Theater, Etc.</i> )	104 Storm Water Handling & Facilities
020 Conservation and Resource Management	062 Lighting ( <i>Exteriors; Streets; Memorials; Athletic Fields, Etc.</i> )	105 Telephone Systems ( <i>Rural; Mobile; Intercom, Etc.</i> )
021 Construction Management	063 Materials Handling Systems; Conveyors; Sorters	106 Testing & Inspection Services
022 Corrosion Control; Cathodic Protection; Electrolysis	064 Metallurgy	107 Traffic & Transportation Engineering
023 Cost Estimating	065 Microclimatology; Tropical Engineering	108 Towers ( <i>Self-Supporting &amp; Guyed Systems</i> )
024 Dams ( <i>Concrete; Arch</i> )	066 Military Design Standards	109 Tunnels & Subways
025 Dams ( <i>Earth; Rock</i> ); Dikes; Levees	067 Mining & Mineralogy	110 Urban Renewals; Community Development
026 Desalinization ( <i>Process &amp; Facilities</i> )	068 Missile Facilities ( <i>Silos; Fuels; Transport</i> )	111 Utilities ( <i>Gas &amp; Steam</i> )
027 Dining Halls; Clubs; Restaurants	069 Modular Systems Design; Pre-Fabricated Structures or Components	112 Value Analysis; Life-Cycle Costing
028 Ecological & Archeological Investigations	070 Naval Architecture; Off-Shore Platforms	113 Warehouses & Depots
029 Educational Facilities; Classrooms	071 Nuclear Facilities; Nuclear Shielding	114 Water Resources; Hydrology; Ground Water
030 Electronics	072 Office Buildings; Industrial Parks	115 Water Supply; Treatment and Distribution
031 Elevators; Escalators; People-Movers	073 Oceanographic Engineering	116 Wind Tunnels; Research/Testing Facilities Design
032 Energy Conservation; New Energy Sources	074 Ordnance; Munitions; Special Weapons	
033 Environmental Impact Studies, Assessments or Statements	075 Petroleum Exploration; Refining	
034 Fallout Shelters; Blast-Resistant Design	076 Petroleum and Fuel ( <i>Storage and Distribution</i> )	
035 Field Houses; Gyms; Stadiums	077 Pipelines ( <i>Cross-Country - Liquid &amp; Gas</i> )	
036 Fire Protection	078 Planning ( <i>Community, Regional, Areawide and State</i> )	
037 Fisheries; Fish ladders	079 Planning ( <i>Site, Installation, and Project</i> )	
038 Forestry & Forest products	080 Plumbing & Piping Design	
039 Garages; Vehicle Maintenance Facilities; Parking Decks	081 Pneumatic Structures, Air-Support Buildings	
040 Gas Systems ( <i>Propane; Natural, Etc.</i> )	082 Postal Facilities	
041 Graphic Design	083 Power Generation, Transmission, Distribution	
042 Harbors; Jetties; Piers, Ship Terminal Facilities	084 Prisons & Correctional Facilities	
	085 Product, Machine Equipment Design	
		201 _____
		202 _____
		203 _____
		204 _____
		205 _____

STANDARD  
FORM (SF)

254

Architect-Engineer  
and Related Services  
Questionnaire

1. Firm Name/Business Address:

2. Year Present Firm  
Established

3. Date Prepared:

4. Specify type of ownership and check below, if applicable

☐ A. Small Business☐ B. Small Disadvantaged Business☐ C. Women-owned Business1a. Submittal is for ☐ Parent Company ☐ Branch or Subsidiary Office5. Name of Parent Company (*If any*)

5a. Former Parent Company Name(s), if any, and Year(s) Established:

6. Names of not more than Two Principals to Contact: Title/Telephone

1)

2)

7. Present Offices: City / State / Telephone / No. Personnel Each Office

7a. Total Personnel \_\_\_\_\_

8. Personnel by Discipline: (List each person only once, by primary function.)

☐ Administrative☐ Electrical Engineers☐ Oceanographers☐ Architects☐ Estimators☐ Planners: Urban/Regional☐ Chemical Engineers☐ Geologists☐ Sanitary Engineers☐ Civil Engineers☐ Hydrologists☐ Soils Engineers☐ Construction Inspectors☐ Interior Designers☐ Specification Writers☐ Draftsmen☐ Landscape Architects☐ Structural Engineers☐ Ecologists☐ Mechanical Engineers☐ Surveyors☐ Economists☐ Mining Engineers☐ Transportation Engineers9. Summary of Professional Services Fees  
Received: (Insert index number)

Last 5 Years (most recent year first)

Direct Federal contract work, including  
overseas

All other domestic work

19 \_\_\_\_\_ 19 \_\_\_\_\_ 19 \_\_\_\_\_ 19 \_\_\_\_\_ 19 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Firms interested in foreign work, but without such experience, check ☐Ranges of professional Services Fees  
INDEX

1. Less than \$100,000
2. \$100,000 to \$250,000
3. \$250,000 to \$500,000
4. \$500,000 to \$1 million
5. \$1 million to \$2 million
6. \$2 million to \$5 million
7. \$5 million to \$10 million
8. \$10 million or greater

10. Profile of Firm's Project Experience, Last 5 Years

Profile Code	Number of Projects	Total Gross Fees (in thousands)	Profile Code	Number of Projects	Total Gross Fees (in thousands)	Profile Code	Number of Projects	Total Gross Fees (in thousands)
1)			11)			21)		
2)			12)			22)		
3)			13)			23)		
4)			14)			24)		
5)			15)			25)		
6)			16)			26)		
7)			17)			27)		
8)			18)			28)		
9)			19)			29)		
10)			20)			30)		

11. Project Examples, Last 5 Years

Profile Code	"P," "C," "JV," or "IE,"	Project Name and Location	Owner Name and Address	Cost of Work (in thousands)	Completion Date (Actual or Estimated)
		1			
		2			
		3			
		4			
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12. The foregoing is a statement of facts				Date:	
Signature: _____				Typed Name and Title: _____	